APPLICATION PACK



Part-Time Site Assistant

Welcome

Dear Applicant,

Thank you for your interest in our academy. We hope that this letter and the attached information helps you to understand that we are working hard to make our academy stand out from the crowd; we intend to become a school of choice in the local area.

To achieve this, Fowey River Academy is evolving fast and we are about to commence a £4.6million refurbishment of the school, funded by the DfE, to make our facilities even more outstanding.

We are part of the Leading Edge Academies Partnership Multi Academy Trust. This is one of the top performing MATs in the country. You will be working for an employer who is absolutely committed to developing talent in staff, innovating curriculum delivery and ensuring that students soar and thrive. You are encouraged to view the MATs website, [www.leadingedgeacademies.org](http://www.leadingedgeacademies.org).

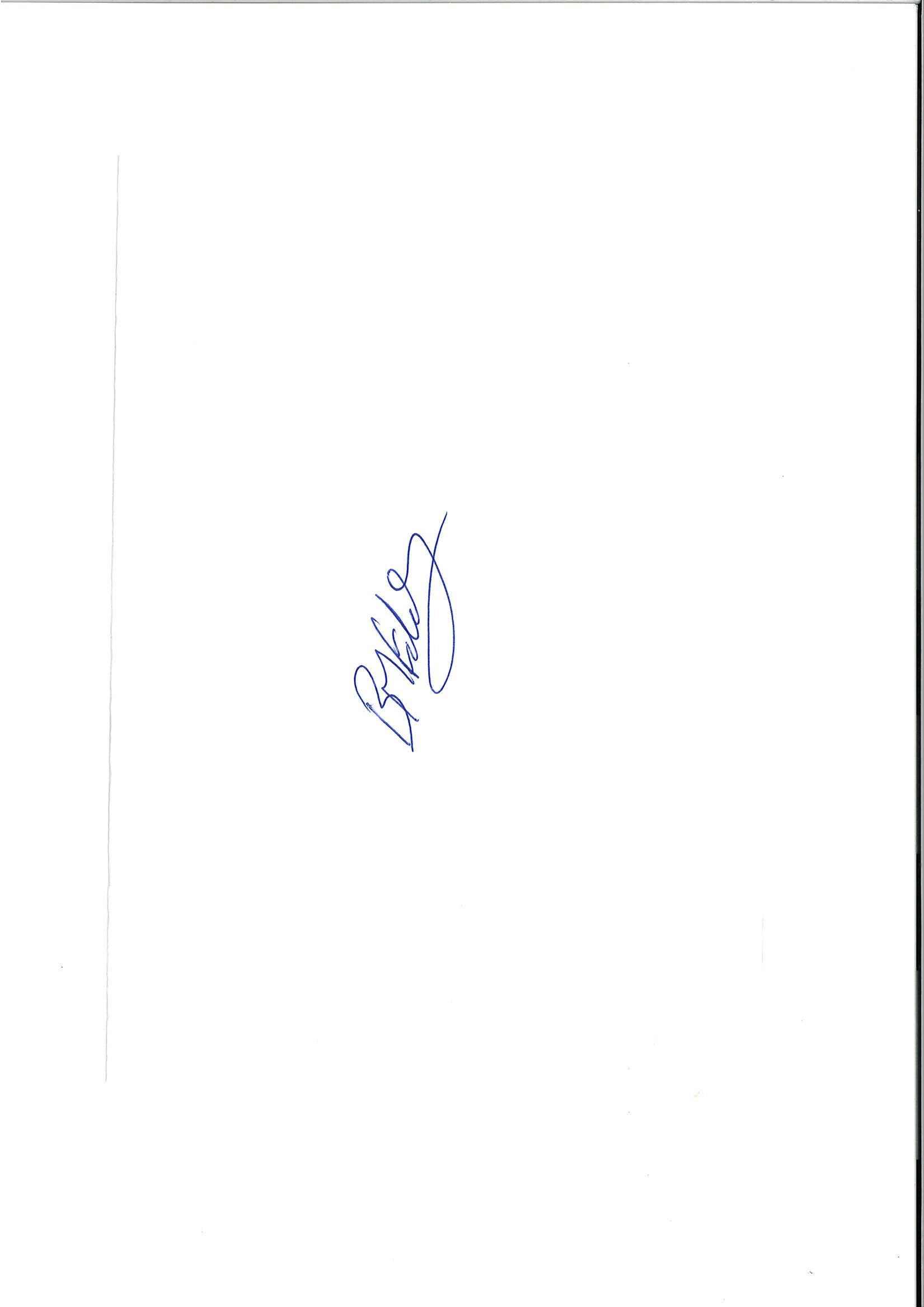
The people we appoint are key to our future and, unsurprisingly, we are very clear about the type of colleagues we now need.

We are committed to the idea that everyone is capable of excellence - the first attempt at something is just that, a first attempt. We believe that failure only occurs when you stop trying or there are insurmountable barriers.

We are all empowered to make a difference in terms of the academy’s ability to address its core purpose. We encourage creative planning to challenge and inspire both students and staff alike.

For Fowey River Academy, every member of staff, whatever their role, is key to providing the best education our students deserve and our site team members are pivotal in this.

If this excites you and you want to work hard with us, then we would love to hear from you.



Yours sincerely

Ben Eddy

Headteacher

**Notes to Applicant**

Dear Applicant,

**Application**

If you wish to apply, please either email your application to Claire Grist, PA to the Headteacher at [cgrist@fracademy.org](mailto:cgrist@fracademy.org) (copies of all the details are available online on our website under the ‘Vacancies’ section), or post your completed application form to the address below, together with a covering letter, clearly demonstrating your suitability for the role. Where possible, please also provide email addresses for your referees.

**Closing Date**

Please ensure your application arrives before the closing date/time and that the post for which you are applying has been stated clearly on the application form. Applications received after the closing date will not be accepted.

**Interview**

Interviews for the post will take place shortly after the closing date or as stipulated on the advertisement above. Please assume that if you have not heard from us within 2 weeks of the closing date that, unfortunately on this occasion, your application has not been successful.

Fowey River Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

The successful applicant will be required to undertake an Enhanced DBS Disclosure.

Fowey River Academy

Windmill

Fowey

PL23 1HE

Phone: 01726 833484

Web: www.fracademy.org

**Job Description**

|  |  |
| --- | --- |
| **Post Title:** | Site Assistant (Part-time) |
|  |  |
| **Purpose:** | To support the Site Manager and other operational staff with day to day site maintenance and operations and assist with the delivery of high quality, customer-focused site management. |
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| **Reporting to:** | Maintenance Manager |
|  |  |
| **Liaising with:** | All academy staff |
|  |  |
| **Working time:** | Part-time  22.5 hours per week (3 days) |
|  |  |
| **Salary/Grade:** | Grade E  £20,252 - £21,247pa pro-rata |
|  |  |
| **Disclosure level:** | Standard |
|  |  |

**MAIN (CORE) DUTIES**

|  |  |
| --- | --- |
| **Main tasks** | * The specific nature and balance of these responsibilities will vary according to the needs of the academy and may be shared. |
| **Site Support** | |
| * To promote a safe and fit for purpose premises for pupils, staff, visitors and volunteers to complete their day to day activities * Carry out the day to day activities of the Site Team as directed * Assist with the responsibility of the security of the site and ensuring opening and closing the academy at the start and finish of the day. * Assist with routine security checks outside of school hours, respond to alarms * Assist with appropriate programmes of repair and maintenance for property and grounds are followed and all records are updated as and when required * To undertake emergency, planned repairs and maintenance within capability, responding effectively and keeping records of all such work. * Ensure all such faults are reported to the correct line management in a timely manner * Assist with routine building inspections and recording daily maintenance and Health and Safety compliance checks * Undertake allocated Health and Safety checks on a daily, weekly, monthly and annual basis or as and when required. Ensuring Health and Safety systems are fully maintained and updated * Assist with ensuring all operations comply with relevant environmental legislation * To maintain accurate records for academy * Provide porter services to academy ensuring school day to day activities proceed as expected * Maintain and develop a professional effective working relationship with all stakeholders to ensure an integrated approach to the achievement of key Site functions * Assist with maintaining energy efficiency measures with the academy * Act in a professional diligent manner at all times * Comply with Quality Assurance procedures and agreed direction | |